



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)  
HILL AIR FORCE BASE, UTAH

OCT 30 2000

MEMORANDUM FOR SEE DISTRIBUTION

FROM: OO-ALC/PK

SUBJECT: Assistance and Advisory Services (A&AS) Requirements

1. The purpose of this letter is to remind you of the requirement to properly identify, document, approve, and report A&AS requirements, including those processed on Military Interdepartmental Purchase Requests (MIPRs). Doing so is a matter of extreme importance since a recent Air Force audit identified several cases where MIPR requirements had not been properly documented.
2. As a matter of information, A&AS services are acquired by contract from non-federal sources or through other units within the federal government and fall into the following categories:
  - a. Management and professional support services.
  - b. Studies, analyses, and evaluations.
  - c. Engineering and technical services.
3. The OO-ALC Implementing Instructions for A&AS have just been updated (Attachment 1) and can be accessed on the Hill AFB Homepage at <http://contracting.hill.af.mil/HTML/asd/rfpsohom.htm>. The complete definition of A&AS, including exemptions as well as all other information, can be found by reviewing the guidance documents listed in the OO-ALC implementing instructions. These instructions also include a Sample Staff Summary Sheet for Determination Decision Documents (Attachment 2), and the current delegation of authority document outlining approval authorities for this center (Attachment 3).
4. Please ensure all personnel responsible for acquiring these type services are aware of the above mentioned requirements. If you need additional assistance, please contact the OO-ALC focal point for A&AS, James Thiros, PK-3, extension 7-1955.

  
MORRIS GOODRICH, Director  
Contracting Directorate

Attachments:

1. A&AS Instructions
2. Sample Staff Summary Sheet
3. OO-ALC/CC Ltr, 21 Jul 99

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